



NETCLRC5

# THE 1985 TRADE CO-CHAIR CONFERENCE

## SYNOPSIS REPORT

NATIONAL FIRE ACADEMY  
Emmitsburg, Maryland

October 29 — November 1, 1985



SPONSORED BY

NATIONAL FIRE ACADEMY  
FEDERAL EMERGENCY MANAGEMENT  
AGENCY



## CONTENTS

	SECTION	PAGE
I.	PURPOSE OF THE 1985 CO-CHAIR CONFERENCE	1
II.	CONFERENCE OVERVIEW	2
III.	REGIONAL TRADE REPORTS	3
IV.	SUMMARY OF FIRST GENERAL SESSION	7
V.	THE NATIONAL FIRE ACADEMY MASTER CURRICULUM PLAN	8
VI.	FEMA TRAINING RESOURCES	9
VII.	SUMMARY OF SECOND GENERAL SESSION	10
VIII.	OPEN FORUM WITH THE NATIONAL FIRE ACADEMY SENIOR STAFF	12
APPENDIX A.	1985 TRADE CO-CHAIR CONFERENCE AGENDA	
APPENDIX B.	LIST OF ATTENDEES	
APPENDIX C.	NATIONAL FIRE ACADEMY STAFF PARTICIPANTS	



## I.

### PURPOSE OF THE 1985 CO-CHAIR CONFERENCE

The 1985 Training Resources and Data Exchange (TRADE) Co-Chair Conference was sponsored by the Federal Emergency Management Agency. This first annual TRADE CO-CHAIR conference provided a forum for leaders of the regional TRADE networks and the staff of the National Fire Academy to share information, resources and experiences related to fire and rescue training topics.

A major focus of the 1985 TRADE Co-Chair Conference was the presentation of reports given by the ten participating regional TRADE networks. These regional presentations gave recommendations for improving regional and national TRADE network capabilities. Training needs, exemplary fire and rescue service training programs, and recommendations on how the Academy can best support State and local fire training programs were identified.

The TRADE conference also provided an opportunity for the Federal Emergency Management Agency's Training and Fire Programs Directorate to share information on various national and Federal fire-related training resources with TRADE network representatives.



## II.

### 1985 TRADE CO-CHAIR CONFERENCE

#### CONFERENCE OVERVIEW

The three-day TRADE CO-CHAIR CONFERENCE was preceded on the evening of October 29 with an overview of events presented by conference project officer, Bruce Piringer.

NFA Deputy Superintendent J. Faherty Casey extended greetings to the regional co-chair representatives in attendance. Mr. Casey's remarks emphasized the importance of TRADE as the viable link between the Nation's fire and rescue training community and the National Fire Academy.

The conference overview began with a brief summary of the agenda. A first step in achieving TRADE's aim to provide a nationwide exchange of information was through a scheduled presentation of regional TRADE reports. An initial General Session was slated to follow, producing an effective means by which the TRADE concept and the management of TRADE networks could be discussed.

The Master Curriculum Plan of the National Fire Academy was a prominent topic which merited a presentation by NFA Superintendent, Joseph P. Donovan.

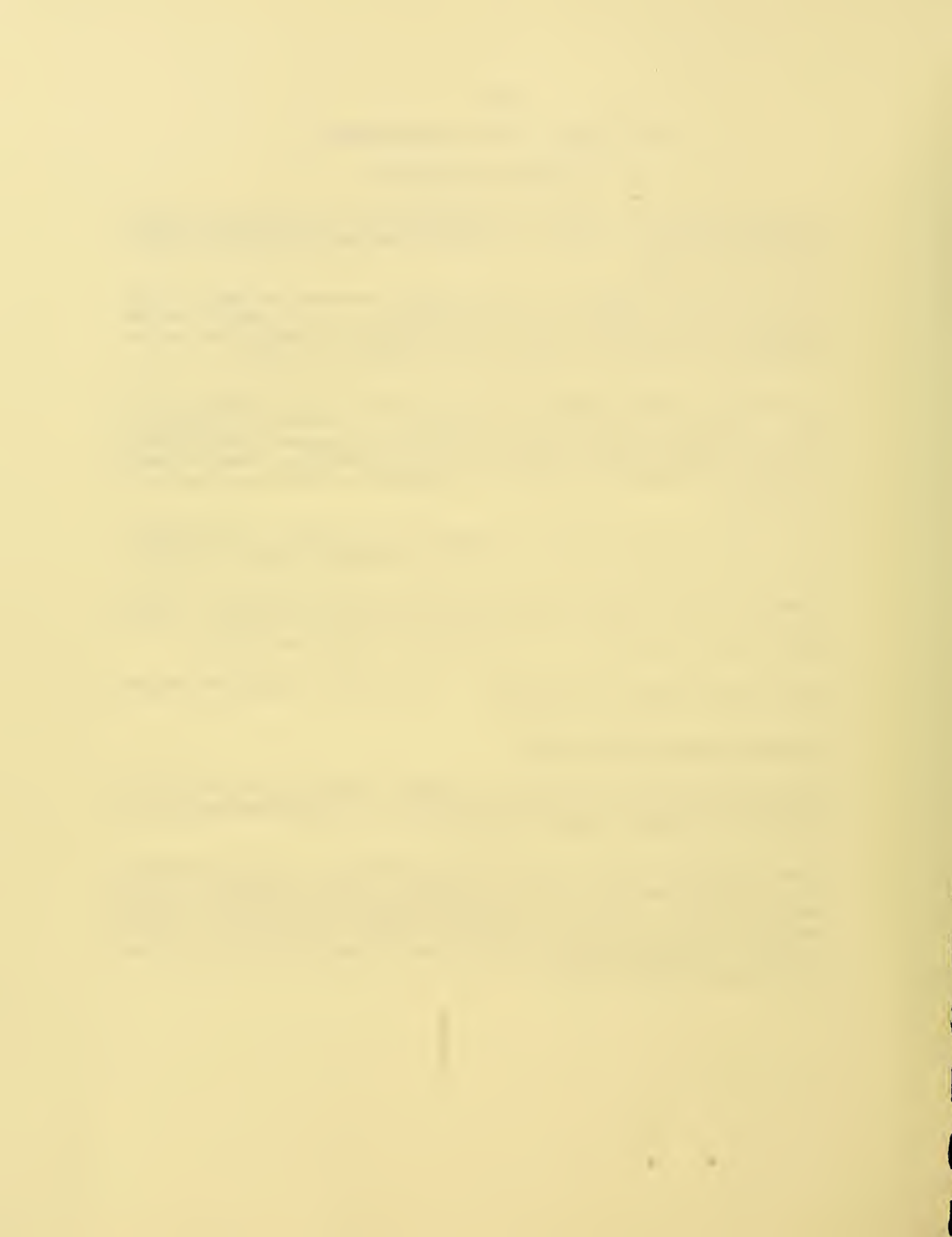
A second General Session listed the issues of concern identified by TRADE regional co-chairs during the conference and in the regional reports. An open forum was then conducted with the National Fire Academy senior staff.

Prior to the closing of the conference a TRADE Grant Management Briefing was conducted by Mr. Edward Kaplan.

#### WELCOME AND INTRODUCTIONS

Following brief opening remarks by Mr. Piringer, attendees of the 1985 TRADE Co-Chair Conference were officially welcomed by the Superintendent of the National Fire Academy, Joseph L. Donovan.

After his expressed support for the efforts of TRADE, Mr. Donovan introduced the Honorable James P. McNeill, Associate Director, Training and Fire Programs, Federal Emergency Management Agency (FEMA). Mr. McNeill invited TRADE to provide an assessment of FEMA's ongoing efforts to initiate or improve management and training systems in support of State and local firefighting and rescue services.





### III.

#### REGIONAL TRADE REPORTS

The following is a brief summary of the verbal regional TRADE reports delivered by the co-chairs. A more complete summary of the regional TRADE written and verbal reports will be contained in the final conference proceedings.

##### REGION I

(Co-Chairs: George S. Gibby and Joseph P. Kane)

Sufficient lead time for state and local instructors to prepare or modify curriculum outline designs and materials according to the objectives of the Train the Trainer program is needed. The lack of preparation time extended by NFA often impedes instructors from modifying the training techniques or materials best suited to meet the needs of their students.

The inflexibility in the training curriculum was cited with the example of the unmet need to train rural volunteer units responding to family residences in outlying areas with limited equipment and manpower. Less emphasis on urban and high rise incidents in course materials and exercises was stressed.

Trade implementation has begun in this region through training programs utilizing instructors on an interstate exchange basis to accommodate the region's training objectives.

##### REGION II

(Co-Chairs: August Brummer and Kenzy A. Hanshaw)

The State and metro resource data directories made available by NFA have been adopted by this region to meet its immediate need for a resource information system. The region is also conducting an innovative project to establish a communication network with telecommunications modems provided at the State and metro levels. This project will provide on-line capabilities for tapping into an existing computerized bulletin board service and communication formats. A user survey within the entities of the region has been completed to determine current communication needs.

Within the area of Hazardous Materials (HAZMAT) training there has been a lack of cooperation and coordination among the training centers that exist in New Jersey. A hazardous material training program with NFA certification was suggested as a means of establishing a cohesive unit of training instructions.

New York State is actively involved in HAZMAT training, establishing hazardous materials training programs at the county level.

Marine fire fighting and water rescue training are primary training needs identified by New York.



### REGION III

(Co-Chairs: Thomas M. Edwards and Robert C. Grening)

The specific training needs of this region include more training for line officers in management theory and practice, written and verbal communications and incident command. Training programs are also needed for high rise building firefighting and the implementation of NFPA standards for officer ranks in particular.

To address these needs, Region III entities have begun to implement the company officer training programs available to them. External consulting and training firms have also been contracted to provide high rise building firefighting training in some member jurisdictions.

The California standards for fire officers were distributed to each regional member organization.

The following exemplary training programs were presented in the information sharing and data exchange activities of this region:

1. E.M.S. Priority Dispatching provided by the Baltimore County Fire Department
2. Fire and Rescue Services Disaster Plan provided by the Baltimore County Fire Department
3. An Officer Candidate Program
4. A Network Training Format with Virginia Beach Fire Department
5. An Employee Assistance Program

This region reported excellent attendance by each of its member groups and each host jurisdiction providing good programs which have provided a wealth of information and operational ideas.

It was pointed out that a great concern for the region is the time it takes the NFA to develop, field test and hand-off training programs to State and metro entities.

### Region IV

(Co-Chairs: Mr. Fred C. Stark and James O. Bates)

A list of training concerns for Region IV included the need to share and identify available computer program resources, the need to obtain teleconference support and an 800 wats line and a communications network to share information with other Trade regions.

Plans to implement TRADE would be advanced by first increasing the participation rate of States and metros within its regional boundaries. This is difficult due to the physical size of the Region. Within region, State-based TRADE networks may be one solution.

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BY [illegible]

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## REGION V

(Co-Chairs: Mr. Gerald Monigold and Joseph E. Keefer)

How the Train the Trainer (TtT) instructor's manuals and course materials are currently circulated to its State directors and metro training officers was a primary issue for Region V.

A training need of equal concern was the mechanism by which the individual first generation (TtT) instructors were replaced.

## Region VI

(Co-Chairs: Mr. Thomas Hebert and Robert S. Cassady)

To maintain the continuity and quality of NFA residents and field programs, more full time instructors and/or coordinators are needed. Also, provisions should be made for field representatives and NFA personnel to be available for regional TRADE meetings.

A weakness of the National Certification program was identified. A lack of standardization and unity was found among those states active in Region V. It is hoped that through TRADE, the method and procedures of the National Certification program can be redefined so that a mutual recognition of credits and qualifications by each metro department and state agency can be realized.

Development of a water resource course is in process in the State of Louisiana. While Texas placed its emphasis on meeting the need for recruit training in its smaller departments, a problem realized at this time is its inability to handle in-service training and recruit training simultaneously.

The need for an increase in training at the Officer level has also been recognized.

## Region VII

(Co-Chairs: Lawrence D. Garcia and Keith Royer)

Training needs identified by this region included the development of a high tower (grain elevator) rescue program, hazardous material incident management and acquisition of a computer based communication system.

It was proposed that a search and solicitation of other regions and agencies be made for the needed training courses.

TRADE may provide the mechanism to share instructors and the delivery of specific training programs within the Region.



### Region VIII

(Co-Chair: Shirl L. Maxfield and Seldon Weedon)

An attempt is being made to consolidate a resource list of training programs for the region.

In spite of obstacles placed by great geographical distances between the States within this region, available resource materials have been shared on a limited basis.

### Region IX

(Co-Chair: John V. Nunes)

Efforts have been made to develop an eight-member executive committee structure that would assist in determining the direction of this TRADE network. To support its training efforts, Region IX has plans to create a data base for collecting information on available training programs. Provisions for training on a more localized level is required for this region's smaller communities.

TRADE has been implemented via conference calls among network members and the State Fire Marshall's office in California has created a data collection format.

The major challenges of the Region are to maintain region-wide communications and provide training resources to its smaller departments.

### Region X

(Co-Chairs: John Anderson and Roger L. Ramsey)

Training needs identified by this region included line officer training in supervision, management, tactics, inspection, and the full range of duties of the first line supervisor; an effective network to disseminate information about programs, problems and ideas; additional HAZMAT recognition, identification and tactical training regionwide; and promotion of residential sprinklers in all of Region X.

TRADE implementation will be realized through regularly scheduled telephone conference call networking of Northwest States on training problems and issues; information exchange programs on training problems and issues; information exchange programs among participants; and an annual meeting of all Region X participants.

A major challenge is to increase the funding level of grant appropriations to adequately reimburse Alaskan members for travel to a central location.





#### IV

### SUMMARY OF FIRST GENERAL SESSION

During the initial sessions, the participating co-chairs identified a number of issues and concerns about the TRADE concept. These items were discussed during the first general session. This session dealt specifically with TRADE issues.

General group discussion of the "TRADE" concept led to a six-component definition of purpose:

1. To share information and field training experiences
2. To conduct continuous training needs assessment
3. To provide curriculum planning guidance to the National Fire Academy
4. To provide information and data resource services to fire and rescue teams
5. To demonstrate that there is a vested need and interest for each region
6. To foster a valuable network for better training and NFA staff-to-regional fire and rescue personnel communication

The challenges and solutions involved in managing TRADE networks addressed issues which included:

- the identified need for standard training procedures to be implemented by each region
- the maintenance of manageable membership size within regions
- the identity of delegates who could best represent regional interests and concerns
- the scheduling of annual and semi-annual Regional meetings to avoid excessive travel costs
- continuing interest in TRADE with a high rate of participation as years past while meeting the challenge of presenting new resources of information and data exchange
- the stimulus of interest and participation/involvement via the offering of new training resources and materials, such as newly developed texts, training outlines and presentations (avoiding repetition)
- an emphasis on research and development, fostering the exchange of training information
- the continuation of a structure by which TRADE network activities can achieve common regional objectives



V.

THE NATIONAL FIRE ACADEMY MASTER CURRICULUM PLAN

The Master Curriculum Plan for the National Fire Academy was presented in detail by Superintendent Joseph L. Donovan. Mr. Donovan's presentation addressed the challenge involved in applying the Plan's course development matrix to the ongoing training needs of the Nation's fire and rescue service community as articulated in the National Professional Qualifications Standards.

It was emphasized that the Master Curriculum Plan has been designed as a guide for the development of a curriculum series with both lateral and vertical directions. Courses are planned on the lateral axis for line through executive officers, and on the vertical axis against the NFA 1000 series standards.

Trade conference co-chairs participated in the discussion involving the implementation and preparation for assessing the growth and teaching potential of the plan as it faces an environment where training programs are essential in the upgrade of advanced education made available to fire service personnel and others engaged in fire prevention and control activities.



## VI.

### NATIONAL AND FEMA TRAINING RESOURCES

During this session information about training resources currently available through the Federal Emergency Management Agency and the National Fire Academy was shared.

Information on the resources available through the Emergency Management Information Center and Learning Resource Center was presented by librarian Patricia Kuhns. A typical kit of EMIC audio-visual materials was displayed. This kit was one of thirty case studies available on specific natural and technological disasters. These kits are available from EMIC. The kit materials can be used to document noteworthy incident and response techniques involved in each situation. In addition, written materials including journal articles, newspaper accounts, departmental reports, State and local government reports, and university or independent research project findings are included in each kit.

Following this presentation, a copy of the FEMA teleconference schedule was distributed to each co-chair.

A review of informational workshops conducted under the National Fire Academy Special Programs was then presented. This included a discussion of the LEARN NOT TO BURN curriculum assistance workshops conducted under a cooperative agreement with the NFA. The academy also supports the delivery of two workshops on Juvenile Firesetters Counseling.

A third workshop program, "Community Fire Prevention Program Evaluation Workshop" was also discussed. This program supports the United States Fire Administration Community Fire Prevention Program initiative.

Senior Education Specialist, William Lewis, described in detail the Academy's five phase development process. This discussion included background on needs assessment, topical outline developments, prototype course development, field testing and preparation for Train the Trainer handoff.

NETC LRC materials may be obtained through a nationwide inter-library loan system. Individuals should contact their local library for information on how to acquire materials under this system. The EMIC and LRC have a toll free number, 800-638-1821.



## VII.

### SUMMARY OF SECOND GENERAL SESSION

During the second General Session the Co-Chairs of TRADE discussed in detail the non TRADE issues identified at the Conference Overview and in the subsequent sessions.

The issues addressed were collectively listed and prioritized in outline form as follows:

#### TRADE ISSUES OF CONCERN

##### A. NFA MASTER PLAN AND SYSTEM OF DEVELOPMENT

TRAIN THE TRAINER

FIELD PROGRAM PREREQUISITES

INPUT METHOD FOR NEEDS ANALYSIS

SYSTEM FOR CHANGE

INDEPTH TARGET AUDIENCE WHO  
DETERMINES ASSESSMENT OF COURSE  
NEEDS

TERMINATION OF PROGRAMS

FIREFIGHTER II AND FIREFIGHTER III

INSPECTOR

ACCELERATE COURSE DEVELOPMENT

##### B. ALLOCATION OF RESOURCES

MORE TRAVEL FOR STAFF

INCREASE IN STAFF FOR RESIDENT  
PROGRAM

IS FIRE SERVICE THE PRIORITY AT NETC

STIPENDS

TOLL FREE 800 NUMBER





C. TRADE

FUNDING OF PRODUCTION  
AND DISTRIBUTION OF  
EXEMPLARY PROGRAMS

SHARE RESIDENT COURSE COMPONENTS

TRADE OBJECTIVES vs.  
VALENTINE OBJECTIVES

TRADE TO CONTINUE  
IN WHAT FORMAT

METRO DIRECTORY

D. TELECONFERENCE SUPPORT

QUALITY  
NOTIFICATION OF SCHEDULE

E. SCREENING PROCESS OF APPLICANTS  
FOR RESIDENT PROGRAMS

F. REGIONAL FIRE REPS

G. NETC WEST

H. IDENTIFICATION OF RELATED STANDARDS  
TO COURSE

I. SPRINKLER TRAILERS

J. NOTIFICATION OF STATE DIRECTORS  
OF MAJOR NFA/METRO ACTIVITIES

K. OPEN LEARNING



## VIII.

### OPEN FORUM WITH THE NATIONAL FIRE ACADEMY SENIOR STAFF

Regional co-chairs discussed with the Superintendent of the National Fire Academy and other Senior Staff members the matters of concern identified during earlier sessions.

A detailed analysis of the specific topics of concern will be presented in the final conference proceedings.



## APPENDICES



## NATIONAL FIRE ACADEMY

## 1985 TRAINING RESOURCE AND DATA EXCHANGE NATIONAL CO-CHAIR CONFERENCE

## AGENDA

TUESDAY, OCTOBER 29, 1985

12:00 - 8:00 PM	Registration, Building E
8:00 - 9:00 PM	Conference Overview, Building L, Room 100

WEDNESDAY, OCTOBER 30, 1985

7:00 - 8:00 AM	Breakfast, Dining Hall, Building K
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All conference sessions will take place in Building L, Room 100

8:30 AM	Conference Welcome
9:00 AM	Regional TRADE Reports <ul style="list-style-type: none"> <li>o Region I</li> <li>o Region II</li> <li>o Region III</li> </ul>
10:15 AM	Break
10:30 AM	Regional TRADE Reports <ul style="list-style-type: none"> <li>o Region IV</li> <li>o Region V</li> <li>o Region VI</li> <li>o Region VII</li> </ul>
12:00 - 1:30 PM	Lunch, Dining Hall, Building K
1:30 PM	Regional TRADE Reports <ul style="list-style-type: none"> <li>o Region VIII</li> <li>o Region IX</li> <li>o Region X</li> </ul>
2:30 PM	Break
2:45 PM	General Session - <ul style="list-style-type: none"> <li>o The TRADE Concept</li> <li>o Managing TRADE Networks: Challenges and Solutions</li> </ul>
5:00 PM	Dinner, Dining Hall, Building K
6:30 PM	The National Fire Academy Master Curriculum Plan





## NATIONAL FIRE ACADEMY

### 1985 TRAINING RESOURCE AND DATA EXCHANGE NATIONAL CO-CHAIR CONFERENCE

#### AGENDA

#### THURSDAY, OCTOBER 31, 1985

7:00 - 8:30 AM	Breakfast, Dining Hall, Building K
8:45 AM	Overview for Today
9:00 AM	National & FEMA Training Resources <ul style="list-style-type: none"><li>o Emergency Management Information Center</li><li>o Directory of State Fire Service Training Systems</li><li>o Directory of Metropolitan Fire Training Systems</li><li>o EMI Instructional Materials</li><li>o FEMA Teleconference Schedule</li><li>o NFA Special Programs</li></ul>
10:30 AM	Break
10:45 AM	General Session - Discussion of issues identified at the Conference Overview and Regional Reports sessions
12:00 - 1:30 PM	Lunch, Dining Hall, Building K
1:30 PM	General Session -
2:15 PM	Break
2:30 PM	Open Forum with the NFA Senior Staff -
6:30 PM	Depart from Building L for dinner at the Fairfield Inn

#### FRIDAY, NOVEMBER 1

7:00 - 8:30 AM	Breakfast, Dining Hall, Building K
8:30 AM	TRADE group photograph, Building H
9:00 AM	TRADE Grant Management Briefing
10:00 AM	National Fire Academy Graduation
11:00 AM	Depart



NATIONAL TRADE CO-CHAIR CONFERENCE  
OCTOBER 29 - NOVEMBER 1, 1985

LIST OF ATTENDEES  
CO-CHAIRS BY REGION

REGION I

Mr. George S. Gibby  
Vermont State Firefighter Assoc.  
Fire Service Training Program  
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Deputy Chief Joseph P. Kane  
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REGION II

Mr. August Brummer, Supervisor  
Department of Community Affairs  
Bureau of Fire Safety  
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Trenton, NJ 08625-0809  
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Mr. Renzy Hanshaw, Director  
Training and Education  
Office of Fire Prevention and Control  
New York State Department of State  
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REGION III

Mr. Robert C. Grening  
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Battalion Chief Thomas Edwards, Jr.  
Richmond Bureau of Fire  
Box 284  
Sandston, VA 23150  
804-737-1377



#### REGION IV

Mr. Fred C. Stark, Director  
Florida State Fire College  
1501 West Silver Spring Blvd.  
Ocala, FL 32675  
904-732-0526

Training Officer James O. Bates  
City of Tampa Fire Department  
808 Zack Street  
Tampa, FL 33602  
813-225-5729

#### REGION V

Mr. Gerald Monigold, Director  
Illinois Fire Service Institute  
University of Illinois  
1208 W. Peabody Dr.  
Urbana, IL 61801  
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Joseph E. Keeter, Chief of Training  
Columbus Division of Fire  
200 Greenlawn Avenue  
Columbus, OH 43223  
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#### REGION VI

Mr. Thomas Hebert, Department Head  
LSU Fireman Training Program  
Pleasant Hall  
Louisiana State University  
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Executive Deputy Chief Robert S. Cassidy  
Fort Worth Fire Department  
1000 Throckmorton  
Fort Worth, TX 76102  
817-870-6875

#### REGION VII

Battalion Chief Lawrence D. Garcia  
Wichita Fire Department  
City Hall 12th Fl.  
455 N. Main Street  
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Mr. Keith Royer, Supervisor  
Fire Service Education  
Iowa State University  
Ames, IA 50011  
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#### REGION VIII

Chief Shirl L. Maxfield  
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51 West 3900 South  
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Mr. Seldon Weedon, Director  
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406-761-7885

#### REGION IX

Battalion Chief John V. Nunes  
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Tucson, AZ 85701  
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Mr. Richard Wharton, Manager  
Fire Service Training & Education System  
7171 Bowling Drive, Suite 600  
Sacramento, Ca 95823  
\* Unable to attend

#### REGION X

Mr. John Anderson, Administrator  
Fire Service Training  
Commission for Voc. Education  
Airdustrial Park, Bldg. 17  
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206-735-5679

Battalion Chief Roger L. Ramsey  
Seattle Fire Department  
301 - 2nd Avenue South  
Seattle, WA 98104  
206-625-4351





1985 TRADE CO-CHAIRS CONFERENCE

Federal Emergency Management Agency  
James P. McNeill, Associate Director for Training  
and Fire Programs

NATIONAL FIRE ACADEMY STAFF

Joseph L. Donovan, Superintendent

J. Faherty Casey, Deputy Superintendent, Field Programs Division

Michael T. Mitchell, Deputy Superintendent, Resident Program Division

FIELD PROGRAMS DIVISION

Training Delivery Branch

R. Wayne Powell, Fire Service Management Specialist

Clem R. Lakin, Senior Field Program Coordinator

John D. Turley, Senior Field Program Coordinator

Douglas R. Williams, Senior Field Program Coordinator

Special Programs Branch

Bruce R. Piringer, Fire Service Management Specialist

William D. Lewis, Senior Education Specialist

Edward J. Kaplan, Field Training Specialist

UNITED STATES FIRE ADMINISTRATION

Edward M. Wall, Deputy Administrator





Report Prepared by  
**WILKINS SYSTEMS, INC.**  
Washington, The District of Columbia

November 1985